



NATIONAL SECURITY PERSONNEL SYSTEM CONVERSION FACT SHEET MAY 2006

This Fact Sheet provides general information concerning conversion to NSPS, the within-grade-increase “buy-in,” and the effect of conversion on career conditional and probationary employees. For more information on these and other NSPS subjects, please visit the NSPS web page at <http://www.cpms.osd.mil/nsps>.

Conversion – How It Works

When an organization is moved into NSPS, employees will be initially converted to the appropriate career group, occupational code, pay schedule, and pay band based on the occupational series, grade, and supervisory status of their permanent position of record. The conversion will occur primarily via an automated process (conversion of some supervisory positions will require a manual review to determine the appropriate pay band). Conversion to NSPS is based on the employee’s permanent position of record.

Conversion Salary and the Within-Grade-Increase “Buy-in”

Full salary is preserved – employees will convert with no loss of pay. In fact, pay may increase for employees who are eligible for a one-time, prorated Within-Grade-Increase (WGI) buy-in. The prorated WGI buy-in is based on the length of time (calendar days) accumulated toward the next WGI. The WGI buy-in is added to employees’ base salary and along with the local market supplement is considered the “NSPS adjusted base salary.” The adjusted base salary is used in converting employees to NSPS.

The WGI buy-in applies to General Manager (GM) as well as General Schedule (GS) employees.

To receive the one-time, prorated WGI buy-in at conversion:

- Performance must be acceptable; and
- The employee must be below step 10 of his or her current grade.

Employees can estimate their WGI buy-in using the conversion tool located in the NSPS 101 course on the NSPS web page at <http://www.cpms.osd.mil/nsps>.

Special Conversion Issues

Special Salary Rates – Special salary rates are paid in lieu of GS locality rates. The NSPS compensation architecture, with its broad pay band salary ranges and local market supplements, eliminates the need to use special salary rates. Employees with special salary rates under the GS system will be converted into NSPS without a reduction in pay. The NSPS adjusted salary (base salary plus the applicable local market supplement) will equal the employee's total GS salary prior to conversion.

Grade Retention – For employees entitled to grade retention, the grade of the position of record (not the grade being retained) is used for conversion purposes. Upon conversion, if the employee's base salary exceeds the rate range for the assigned pay band, the employee will be granted pay retention for two years starting on the day of conversion to NSPS.

Pay Retention – An employee on pay retention at the time of conversion will be converted to a career group, pay schedule, and pay band based on his or her permanent position of record. However, these employees are not eligible for the WGI buy-in described above. Upon conversion, if the employee's base salary exceeds the rate range for the assigned pay band, the employee will be granted pay retention for two years starting on the day of conversion to NSPS.

Temporary Promotion - Employees on temporary promotion at the time of conversion to NSPS will be converted on the basis of their permanent position (not the grade and series of their temporary position). Immediately after conversion, management may temporarily reassign or promote such an employee with an increase in pay up to the rate the employee was receiving during the temporary promotion. This is an exception to other limitations on salary increases imposed when employees are temporarily reassigned or promoted.

Detail - Employees on detail at the time of conversion will be converted on the basis of their permanent position of record. It is possible an official personnel action documenting the temporary assignment will no longer be necessary because the duties are part of the pay band to which the employee is now assigned. However, immediately after conversion, management may detail the employee again if the detail crosses Component or agency lines or is needed to temporarily assign an employee from NSPS to another pay system. If it does not, other temporary personnel actions, such as temporary promotion or temporary reassignment, may be appropriate.

Leader Positions – NSPS does not have a separate classification category (in the form of a pay band or title) for leader positions. Employees in leader positions are converted into the non-supervisory career group, pay schedule, and pay band that correspond to the occupational series and grade of their current position.

Fair Labor Standards Act – There is no change in the application of the Fair Labor Standards Act under NSPS. Employees are converted with the exemption status of their permanent position of record.

Supervisory or Managerial – Employees in supervisory or managerial positions are converted into the appropriate Supervisor/Manager pay schedule and pay band in the career group corresponding to the occupational series and grade of their current position.

Career Conditional Appointments

At the time of conversion, career conditional employees will become career employees. In NSPS, there are no career conditional appointments.

Probationary Periods

Probationary Periods – Employees serving an initial or supervisory probationary period at the time of conversion will continue the probation after conversion.

Frequently Asked Questions

Question: Will employees lose salary when converted to NSPS?

Answer: No. Employees will convert into NSPS based on their permanent position of record without a loss of pay. Employees' full salary is preserved.

Question: Will employees at step 10 receive a WGI buy-in?

Answer: Employees at step 10 are not eligible for a WGI buy-in because they have already received all 10 step increases under the GS system. The WGI buy-in is a process used during conversion to NSPS to pay employees for time spent working towards their next step increase.

Question: Do employees need to do anything to ensure their position converts to NSPS?

Answer: No. Their conversion to NSPS happens automatically based on their permanent position of record.

Question: How do employees find out if they are in Spiral 1.1?

Answer: Supervisors are the best first source; your local Human Resources experts are another reliable source.